

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

PROPERTY & EVIDENCE TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Property & Evidence Technician is the first in a two level series in the Safety Non-Sworn Property and Evidence series. Incumbents are responsible for receiving, storing, and disposing of property and evidence held by the Police Department.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for monitoring incoming property and evidence for adherence to department policies and procedures.

The Property & Evidence Technician is distinguished from the Senior Property and Evidence Technician which is responsible for serving as a lead worker, for making work assignments, overseeing the work of other technicians, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|--------------|
| 1. | Receives, records, classifies, stores, safeguards, and releases/returns money, firearms, evidence, and property, including found property, recovered or received as a result of search warrants or from prisoners and suspects by sworn and other Police personnel, ensuring chain-of-custody tracking and compliance with applicable internal policies and procedures. | Daily
40% |
| 2. | Implements destruction of property in accordance with established departmental procedures, including narcotics, firearms, and/or other applicable items. | Daily
20% |
| 3. | Responds to inquiries from the public, law enforcement agencies, attorneys, and court personnel regarding the status of property and evidence in case files. | Daily
20% |
| 4. | Performs formal and/or informal audits of stored evidence for proper packaging, labeling, and database entry. | Daily
10% |
| 5. | Checks out evidence to local, State, and Federal law enforcement agencies, ensuring proper authorization for viewing and related tracking of checked out items | Daily
10% |
| 6. | Transports evidence to off-site storage locations. | Daily
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Retrieves evidence information to assist with official inquiries, determining location, status, and history of evidence.	Daily 10%
8.	Collects and forwards case information to investigators for evidence review.	Weekly 5%
9..	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High school diploma or GED and one year of experience in storekeeping or materials handling, preferable in a law enforcement agency is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Intermediate computer skills are desirable.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Warehousing principles and practices;
- Customer service policies, principles and practices;
- Firearms care and use practices;
- Methods and precautions in storing and handling chlorine and other hazardous materials and chemicals;
- Inventory control principles and practices;
- Applicable, Federal, State and local laws and ordinances related to the handling and disposal of firearms, narcotics and evidential and other property, including chain of evidence records.

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Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Prioritize and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Maintaining confidentiality
- Handling and storing firearms, narcotics, and evidential and other applicable property
- Preparing and performing mathematical calculations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Providing customer services
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Safely operating and maintaining applicable tools and equipment
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, biohazards, work space restrictions, inadequate lighting, intense noises, and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008